Welcome to Scott County 4-H

An explanation of the Scott County 4-H Community Club Program

Iowa 4-H Mission

4-H empowers youth to reach their full potential working and learning in partnership with caring adults.

IOWA STATE UNIVERSITY
University Extension
Scott County

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What is 4-H?

4-H is a youth development program directed by the Extension office in each county. Youth development helps young people become competent, caring, contributing, confident, connected and capable through a series of progressive learning experiences with caring adults. 4-H accomplishes youth development primarily through experiential education or “hands-on learning.” 4-H can take many forms, such as school-based programs, afterschool programs, community service activities, or 4-H Community Clubs.

What is a 4-H Community Club?

When people think of 4-H, they usually think of 4-H Community Club. This booklet explains the Scott County 4-H Community Club Program. Volunteer adults, called 4-H leaders, facilitate 4-H clubs in which youth are encouraged to gain knowledge and learn to apply skills in two areas: specific topics (called project areas) and life skills (general skills that all young people need to have to grow up to be caring, competent adults.)

What kinds of life skills does 4-H develop?

There are a wide range of personal and social benefits that 4-Hers receive from their participation in the 4-H program. Currently the Iowa State 4-H program focuses on offering programs that encourage youth development in five areas. These areas are:

- Citizenship: the opportunity, right, and responsibility to contribute to shaping the world around oneself and provide service to others
- Leadership: the ability to influence and support others in a a positive manner for a common goal
- Communication: the exchange of thoughts, information, or messages among individuals, as well as, the sending and
receiving of information using speech, writing and gestures

- Personal Life Management: the skills needed to navigate in a changing world and to lead a healthy lifestyle
- Knowledge: the mastery of new skills and information related to self-selected areas of interest

**How does 4-H work?**

There are two options to participate in 4-H. They are:

1) Club Membership. Most youth belong to a 4-H club that is led by a volunteer leader(s). Clubs meet once per month. 4-Hers can choose to participate in any club in the county. Most 4-Hers choose their club based on their age or geographic location. The Scott County 4-H County Youth Coordinator can help you choose a club that meets your needs.

2) Independent Membership. Some youth are unable to attend monthly club meetings based on school, work, or family responsibilities. Independent membership is available for youth in these circumstances, but specific criteria must be met. Contact the Scott County 4-H County Youth Coordinator for more information about Independent Memberships.

**How do I enroll in 4-H?**

Step One: Contact the County Youth Coordinator at the Extension Office to discuss the club that works best for you.

Step Two: Contact the 4-H Leader of your chosen club to ask about when and where meetings will be held.

Step Three: Enroll online at https://iowa.4honline.com by the deadline date. You will need to submit a $35.00 development fee to complete your online enrollment process.
What happens at a 4-H Club meeting?

Club meetings typically have three parts, each serving a specific purpose in the goal of the 4-H program.

Part One: Business meeting
The 4-H Community Club business meeting provides 4-Hers opportunities to be in charge of their own group. The business usually doesn’t last any longer than 25 minutes, especially for junior clubs. A 4-H Community Club meeting typically has the following components:

- Call to Order
- Opening activity (many clubs use the pledge of allegiance and/or the 4-H pledge)
- Roll Call and introduction of guests
- Reading of the minutes from the last meeting
- Treasurer’s report
- Any committee reports
- Old business discussion
- New business discussion
- Announcements
- Adjournment

Part Two: Educational presentations / workshops
Each 4-H Community Club member should plan to give an educational presentation sometime during each 4-H year. Depending on the number of youth in each club, sometimes more than one 4-Her gives an educational presentation during each club meeting. Educational presentations are usually 7-10 minutes in length and can be about any topic. The goal of the educational presentation is to teach club members something new and give the presenter the opportunity to research, prepare and educate their co-members on something new. Many club
How is the 4-H Community Club meeting supposed to run?

At the beginning of each 4-H year, clubs elect officers. Officers have specific responsibilities for leadership within the club. Officers should be:

- Enthusiastic, tactful and friendly
- Prepared to work with each club member
- Willing to see that each club member contributes to the club
- Proud of their job
- Prompt in completing tasks
- Ready to learn

Most clubs have a president, vice president, secretary and treasurer. Some clubs also have a historian and recreation officer. It is the responsibility of each officer to know his/her jobs and carry them out according to parliamentary procedure.
President
- Presides at all meetings
- Prepares the meeting agenda with the Vice President, Secretary, Treasurer and club leader.
- Ensures the program for the meeting is scheduled (educational presentations and/or club leader workshop)
- Introduces and welcomes guests
- Appoints and works with committees
- Ensures the election of officers

Vice President
- Assists President in his/her duties
- Acts as President in his/her absence

Secretary
- Keeps accurate minutes of club meetings
- Keeps a complete list of all members and calling role
- Writes any club letters
- Reminds members of the club meeting
- Completes all club records and reports

Treasurer
- Keeps an accurate record of all money received by the club and all money spent
- Makes a report at each meeting including all money collected, spent and balanced in the treasury
- Pays bills
- Turns funds and accurate records over to the new treasurer at the end of each 4-H year

What is parliamentary procedure?

4-H Community Clubs use parliamentary procedure to
provide a format for the orderly action and decision making within the club. Everyone in the club (officers and members) have a responsibility for knowing and acting according to parliamentary procedure. Most 4-H Community Clubs use an informal or formal meeting style.

Informal Style Characteristics:
- Flexible meeting agenda
- Basic parliamentary procedures
- Chairperson or elected officers exist
- Controlled discussion

Formal Style Characteristics
- Precise meeting agenda
- Standard parliamentary procedures following Robert’s Rules of Order
- Elected officers

Steps in Making a Club Decision

Motion: A motion is a request that something be done or that something is the opinion or wish of the group. Only one motion should be placed before the group at one time. It is debatable and amendable.

Second: Someone from the group must “second” the motion, or agree to the motion, so that it can be discussed.

Discussion: The motion “on the floor” is discussed by all members, addressing the pros and cons, etc. Adult leaders and helpers can ask questions such as “Have you thought about…” “What do you think regarding…” but should leave the decision-making to the members.

Re-state the motion: The president of the club re-states the motion before the group votes.
Vote: The group votes by voice (aye or no), show of hands, standing or sitting, secret ballot or roll call vote.

What is the role of the 4-H leader?

1. To help 4-H members learn specific skills in a supportive, hands-on environment.
2. To teach 4-H members how to think through the development of critical thinking and decision making skills.
3. To recognize and encourage each 4-H member so each youth feels noticed and important.
4. To inform 4-Hers and their families of 4-H goals, programs, policies and opportunities.

What is a parent’s role?

There are many things a parent can do to ensure their child is getting the most from his/her 4-H experience. These include:

- Make 4-H activities a priority. There are many, many valuable and worthwhile activities that young people can be involved in today. We think 4-H is unique among them. In order for 4-Hers to gain the most from their experience, they need to participate and be engaged in club activities every month. Participation in county-wide, area or state activities are other great ways for 4-Hers to gain the most from their experience.
- Read your Scott Scoop. Every month (with the exception of August) a 4-H newsletter will come to your house. Every activity, program, opportunity, event and deadline will be included in the Scott Scoop. If you read and discuss the information in the Scott Scoop with your 4-Her, you both will gain the most from your experiences in 4-H.
• Plan ahead. Remember that the goal of 4-H is project-driven learning – not exhibits. The learning process that makes 4-H unique develops over the entire course of the 4-H year. Begin talking with your 4-Her about what things they would like to learn and goals they have at the beginning of the 4-H year. If your family waits until June to start thinking about 4-H, your child has missed out on most of their learning experience.

• Focus on what is important. What your child has learned and how they have grown socially, emotionally and/or intellectually is what makes a 4-H experience important. Getting a certain office in a club, award or ribbon is nice, but doesn’t encompass the meaning of 4-H. While it is normal for kids to be disappointed when they don’t get what they want, 4-H is the perfect opportunity for them to begin to understand that personal satisfaction in a job well-done is more important than winning.

• Assist your child’s leader. Offer to bring snacks, do a workshop, reserve meeting location or assist with other tasks.

What are 4-H projects?

4-H projects are tools for teaching young people skills by developing their interests in certain areas. This is done through:

• setting goals for learning,
• planning and carrying out goals,
• reflecting on experiences, and
• keeping records about each project area.

For example, let’s suppose a 4-Her wants to learn about growing vegetables. He might set a goal to plan, plant, maintain and harvest a salsa garden; then make and preserve his own salsa. As you can see, this is a long-term project with many opportunities for learning.
1. Plan and prepare the garden (Planning/Organizing)
2. Plant the garden (Wise Use of Resources)
3. Maintain the garden (Marketable Skills)
4. Harvest the garden (Marketable Skills)
5. Research salsa-making (Learning to Learn)
6. Gain assistance in canning salsa (Cooperation)
7. Prepare salsa for exhibition (Self-Motivation)
8. Participate in conference judging at the county fair (Communication)
9. Keep records on the experience (Keeping Records)
10. Share his salsa with others (Concern for Others)

You’ll notice that the exhibition of the salsa is only one step in this learning process. Hence, the 4-H project is the entire learning experience. The 4-H exhibit is just the portion of the project that a 4-Her brings to the county fair. This is a subtle but important difference. Sometimes people think that exhibition at the county fair is the purpose of 4-H. As you can see by this example, those people are missing most of the story. It is the learning experience that makes 4-H what it is – not just the exhibit. In fact, a 4-Her doesn’t need to bring an exhibit to fair at all to gain the life skills that make 4-H a quality experience for youth.

What about livestock projects?

Livestock are one of the project areas in which 4-Hers can participate. Animals are wonderful long-term projects that provide many opportunities for youth to develop life skills. 4-H Community Club members also have 120 non-livestock project areas to choose from. In fact, 4-Hers can participate in projects within almost any area that interests them, from electricity to entomology, scrapbooking to sewing, computers to cooking, recycling to refinishing furniture. (Read more about livestock
How do I know which project I should explore?

Every year the Iowa State 4-H Program publishes a newspaper called the Pick-A-Project. The Pick-A-Project lists all the possible project areas that a 4-Her might explore as part of his/her learning experience. Most of these projects have free project manuals that 4-Hers can get from the Extension office. The project manuals give information and activity ideas for 4-Hers to learn and grow within that topic.

When do I start learning about my chosen project area?

The 4-H year starts on September 1 and continues through August 31. Fall is the best time to choose your project areas and set goals for what you’d like to learn in those areas.

What is fair exhibition all about?

The county fair in Scott County is called the Mississippi Valley Fair. Fair is a great opportunity for youth to:
1. Talk with judges (who are specialists in their area) about their goals and experiences with this project area.
2. Showcase the exhibit(s) that represent the outgrowth of the learning experience that they had in their project area.

What kinds of things do 4-Hers exhibit?

Exhibits should represent the knowledge a 4-Her gained during the year as they participate in his/her project areas. For example, if a 4-Her learned about baking bread, he/she could bake bread to exhibit at the fair. If a 4-Her studied electricity, he/she could develop a display...
or poster describing electrical safety. The possibilities are endless! For examples of 4-H exhibits, visit the Scott County 4–H website.

**Do I have to have an exhibit in each of the project areas that I learned about this year?**

Absolutely not. Exhibition at fair is optional. 4-Hers may bring an exhibit in each of their project areas, more than one exhibit in project areas where allowed, or none of their project areas. It is completely individual choice.

**How will I know how to prepare my exhibit?**

In May, 4-Hers will receive a 4-H Supplement to the Mississippi Valley Fair book in the mail. This book is the guide to everything 4-Hers need to know about preparing exhibits for fair. The fairbook is arranged according to sections:

1) General Rules for Exhibitors
2) Rules for Animal Exhibits
3) Individual Animal Classes
4) General Rules for Exhibits in Keppy Hall 4-H Building
5) Additional Rules for State Fair Exhibits
6) Agriculture and Natural Resources Classes
7) Science, Mechanics and Engineering Classes
8) Personal Development Classes
9) Horticulture Classes
10) Photography Classes
11) Visual Arts Classes
12) County Classes
13) Communications Classes
Everything you need to know about how to prepare an exhibit for the fair will be included in the fairbook. If you need additional information or clarification, call the Extension office.

**How are exhibits judged?**

In Scott County, we use conference judging. Conference judging is when the 4-Her sits down with the judge and talks with him/her for a few minutes about the exhibit, what the 4-Her’s goals were, what the 4-Her learned, what he/she did well and what he/she could do differently next time. Conference judging provides one-on-one opportunities for learning. A written explanation, an audio cassette (less than five minutes), or video tape (less than five minutes) is to be included as part of each exhibit. The exhibitor must respond briefly to the following questions about the exhibit:

- What was your exhibit goal(s)?
- How did you go about working toward your goal(s)?
- What were the most important things you learned as you worked toward your goal?
- What would you like to do in this project area next year?

Exhibitors may type these questions and answers on the computer (forms may be downloaded from the Scott County Extension website) or hand-written on pre-printed goal forms available at the Scott County Extension office.

In addition to these four questions, it is **recommended** that exhibitors consider a notebook or report with the following information:

- What steps did you take?
- What materials did you use?
- What was the cost of this exhibit? Compare the price of your exhibit to the cost if you purchased this exhibit.
- Consider attaching labeled photos of each step in the development of your exhibit.

Be sure to check for additional requirements in some classes in your fairbook.

**What can I expect on judging day at fair?**

1) At the front of the fairbook there is a list of when each club is scheduled to be judged. Please come to the 4-H building during your club’s designated time.

2) When exhibitors come into the building, his/her club booth will have a sign on it. Exhibits can be placed there.

3) 4-H Exhibitors should pick up a white judging sheet at the 4-H building. (You may also download a judging sheet from the Scott County Extension website.) On the left side of the judging sheet is a column for to write the class number of each exhibit being judged. Be sure to put the name of the exhibit next to it.

4-Hers should take the judging sheet and the exhibit(s) he/she would like judged to the table of the judge who judges that type of exhibit. When finished being judged, the judge or his/her helper will mark the color of ribbon received on the judging sheet. Then the judges’ helper will put a ribbon on the exhibit. Exhibits that are finished being judged should be placed back in the club’s booth for arrangement on Monday. At the end of the day, it is very important to turn the judging sheet in at the designated location in the building.
What do the ribbon colors mean?

4-H uses the Danish judging system at county and state fairs. This means that exhibits are judged against a “standard” rather than against other exhibits. Hence, 4-H judging is not a “contest.” For example, a dresser that has been refinished by a 4-Her is not compared to other dressers. Rather, it is judged according to what characteristics of the dresser meet standards of quality for refinished furniture.

Blue ribbon: exhibit meets or exceeds all standards
Red ribbon: exhibit meets some standards
White ribbon: exhibit needs improvement in all standards

What do champion ribbons mean?

Champion ribbons are given to the 4-Hers who have exhibits that most exceed standards for their area. Reserve champion ribbons are given to the 4-Hers who have exhibits that next most exceed standards for their area.

How are state fair exhibitors chosen?

Each year, the Iowa State Fair gives each county 4-H program a specific number of exhibits that it can send to the Iowa State Fair in particular categories. Sometimes the exhibits that were selected as county champions or reserve champions are chosen to represent Scott County at the Iowa State Fair; sometimes other exhibits are chosen. An exhibit does NOT have to be a champion or reserve champion to be chosen for Iowa State Fair participation. These two honors are independent from each other.
What else can I participate in during the fair?

Communication
There are four kinds of communication activities in which 4-Hers can participate at the Mississippi Valley Fair. Judges will choose at least one presenter (or group of presenters) to give their communication presentation at the Iowa State Fair.
1. Educational presentations offer 4-Hers an opportunity to personally demonstrate their communication skills by presenting knowledge, information or a process to gain a desired response from an audience. Educational presentations can be about any topic but should be an outgrowth of the 4-Hers learning experience. Intermediate and senior members’ presentations should not exceed 20 minutes. Junior presentations should not exceed 15 minutes.
2. Working exhibits offer 4-Hers an opportunity to communicate and interact with an audience in an informal way. The intent is to involve the audience in doing or making something. No set format is required.
3. Extemporaneous Speaking gives senior 4-Hers the opportunity to develop communication skills through the ability to think, organize, speak and answer questions readily by participating before an audience. Members are given 30 minutes to prepare a speech about a 4-H related topic. Speeches should be not less than four minutes and not longer than six minutes.
4. Share the Fun gives 4-Hers an opportunity to perform before an audience purely for the sake of enjoyment, as well as to share skills and talents while having fun and fellowship with other youth. Skits, songs, stunts, short one-act plays, dances and other entertainment are acceptable. Share the Fun presentations should not exceed eight minutes in length.
Fashion Revue/Clothing Selection
- Fashion Revue gives 4-Hers the opportunity to model a garment he/she cut and construct red, hand-knitted or crocheted. Garments consisting of one – three pieces are acceptable.
- Clothing selection gives 4-Hers the opportunity to model a garment they have selected and purchased for an intended use. Members should consider shopping alternatives, fit, quality and construction features, price and cost comparison.

Fashion Revue and Clothing Selection exhibits are judged the week immediately preceding the fair. A fashion show is held during the week of fair for members to showcase their garments.

What do I need to know about exhibiting livestock?

When 4-Hers enroll in 4-H in the fall, they have an opportunity to list project areas of interest on the back of their enrollment form. It is a good idea to list any livestock areas of interest on this form so that information relevant to this animal can be mailed directly to the 4-Her. Be sure to carefully read the information that is sent.

There are four important things to remember if a 4-Her wants to show livestock:
1) Weigh-in. Market animals are usually shown according to weight. Market beef are weighed in December. Market beef identification forms are completed at this time. Swine weigh-in is usually held in April. Watch your Scott Scoop for information about when and where these weigh-ins will be held.
2) Livestock Identification forms are due on May 15. These forms identify characteristics about the animals that a 4-Her intends to exhibit. These forms will be mailed directly to 4-Hers. If you do not receive livestock identification forms it is your responsibility to download them from the Scott County 4-H website or contact the Extension office for copies.

3) FSQA (Food Safety Quality Assurance) Training sessions are required for all 4-Hers who intend to exhibit animals that could enter the food supply (Market Beef and Beef Bucket Calf, Breeding Beef, Dairy and Dairy Bucket Calf, Dairy Goat, Sheep, Swine, Poultry, and Rabbit). Youth ages 9-11 on January 1 will need to attend one approved training session each year. Youth ages 12-14 on January 1 will have the option of attending a training every year, or passing a test which will certify them until they turn 15. Youth ages 15-18 on January 1 will have the option of attending one training every year, or passing a test which will certify them until they turn 19. At the time youth turn 19, they will need to certify in the adult PQA program according to the adult rules. These training sessions are held in the spring (see the Scott Scoop for dates) and testing dates are held in June (see the Scott Scoop for dates).

4) Fair Entry Forms are due on July 1. Fair Entry Forms list the livestock classes a 4-Her intends to enter at the Mississippi Valley Fair and the number of stalls/pens/coops a 4-Her needs. The Scott County Extension office creates show orders from this information.

Please note that it is very important that livestock information provided to us be accurate and completed on time. 4-Hers who do not submit information by the deadline may not be able to exhibit at the Mississippi Valley Fair.
What about exhibiting livestock at the Iowa State Fair?

4-Hers who would like to exhibit Market Beef, Meat Goat, Sheep and Market or Derby Swine at Iowa State Fair shows must have their livestock verified. Scott County beef weigh-in is a Market Beef verification site for the Iowa State Fair. DNA and noseprints are taken from cattle that may be exhibited at the Iowa State Fair. Scott County is not a verification site for swine, sheep or goat. Information about these verification sites will be included in the Scott Scoop.

What are record books?

A record book is a compilation of a 4-Her’s goals, experiences and learning in his/her own words. It is much more than a scrapbook of honors. A record book should help members measure the progress in their work, set future goals, and keep track of important ideas and items. A working record reflects a member’s abilities and accomplishments.

How should a record book be developed?

There are a variety of ways a record book can be put together, although the Extension office does have a suggested format. If you’d like a copy of this information, contact the Extension office. Record book covers are available at the Extension office to put the pages of your record book in, but you can also use your own binder. Record book pages can be downloaded from the Scott County Extension website or picked up from the Extension Office.
Why does 4-H emphasize record books?

One of the elements that makes 4-H a youth development program is its emphasis on exploration and reflection. In fact, 4-H uses “the experiential learning model” as its approach to learning. Youth participate in hands-on activities and then process and apply what they have learned. Record books are a systematic way to experience this vital piece of the 4-H learning process.

Since 4-H is a youth development program, its focus is on assisting youth in becoming healthy, competent and caring adults. Recording keeping is one of the important life-long skills that are important in functioning in the adult world. Keeping records encourages members to develop skills in observation, gathering data, collecting and manipulating data, general bookkeeping skills, and completing applications.

When do we complete record books?

Record books can be worked on all year, but are completed at the end of the 4-H year. Most 4-Hers complete their record books in September from the previous 4-H year’s experience.

What do we do with record books when they are completed?

There are two options for what a 4-her can do with his/her record book.

1) Apply for county awards. Each year 4-Hers have the opportunity to showcase what they have learned in a particular project area in their record book, be evaluated on this learning experience and receive feedback. County award
winners receive special recognition at Scott County 4-H Family Fun Night in January.

2) Give the record book to the 4-H club leader. 4-H leaders should read and give feedback on the 4-Her’s ability to explain and reflect on his/her learning experience.

**Where can I get more information about the awards process?**

Contact the Extension office for awards information or visit the Scott County 4-H website to download both record book forms and award forms.
Dates to Remember

September

- New 4-H Year Starts
- Premium checks are mailed to 4-Hers.
- Merit/Excellence Forms are due in Extension Office from 4-H leaders
- Record Book Applications and County Awards Applications are due in the Extension Office. (Members complete these forms if they want to apply for awards. Winners announced at Family Fun Night.)
- AK-SAR-BEN (Omaha, Nebraska)

October

- National 4-H Week
- Record Book Applications and Special County Awards are judged
- Scholarship information is mailed out to 12th graders
- American Royal Livestock Show (Kansas City, Missouri)

November

- Fall 4-H Leader Training held
- Officer Training for all 4-H Club Officers held
- Members pick up judged Record Books. (You will be contacted when record books are finished being judged. Winners are announced at Family Fun Night.)
- Beef weigh-in information is mailed to those members who have expressed interest in market beef on the back of their enrollment forms.

December

- Enrollment due online plus $35.00 development fee required to complete enrollment process.
- Family Fun Night Registrations are mailed out in Scott Scoop
- Beef Weigh In
- Scott County Memorial Scholarships due at the Extension Office
- Basketball Rosters are mailed to leaders
January

- Family Fun Night Registrations due at the Extension Office
- Family Fun Night
- Basketball Rosters due at the Extension Office (leaders fill these out)

February

- 4-H Scholarship Applications are due at the State Office
- State and Area Awards Applications are due at the Extension Office
- Bottle/Bucket Calf Workshop

March

- Basketball Tournament (this sometimes falls in April)

April

- Swine Weigh In
- FSQA Training
- Basketball Tournament (this sometimes falls in March)
- National Volunteer Week

May

- Dog Obedience Training starts
- Sheep Weigh In
- Livestock ID Forms due at the Extension Office
- Youth Conference Registration due at the Extension Office
- Enrollment Forms for new enrollments not wishing to participate at fair, Code of Ethics, Medical Release/Information Form, and $35.00 Development Fee are due at the Extension Office.
- FSQA Training
- Horse practices begin

June

- Dog Obedience Training
- FSQA Testing
- Iowa 4-H Youth Conference
- Tri County Judging
July

- Fair Entry Forms due at the Extension Office
- Fashion Revue/Clothing Selection and Communications Entry Forms due at the Extension Office
- Dog Obedience Training
- Garden & Flower Workshop
- District Dog Show

August

- Mississippi Valley Fair
- Iowa State Fair
- County Council Applications due at the Extension Office
- AK-SAR-BEN Entries due at the Extension Office

Who do I contact with questions?

Scott County Extension Office
875 Tanglefoot Lane
Bettendorf, Iowa 52722
Phone: 563-359-7577
Fax: 563-355-6569

www.extension.iastate.edu/scott/

My 4-H Club’s Name: ________________________________

My 4-H Leader’s Name: ________________________________

My 4-H Leader’s Phone Number: ___________________________